

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140153-3
REPORTS INVENTORY

DD FORM 107R/ISS -26

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Consolidated Report on Information Handling and ADP Management				2. TYPE OF REPORT <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> STATISTICAL <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	<input checked="" type="checkbox"/> TRAINING	ADMIN. GENERAL	
		LOGISTICS	<input type="checkbox"/> SECURITY	OTHER (specify)	
		MEDICAL	<input type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual		6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT BOB Circular A-79 IHC D-130/1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/ISS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		1		6.50		2		13.00
7	4.50		.5		2.25		2		4.50
			1.5				4		

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$17.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			0	0
<input type="checkbox"/> DISCONTINUE				STAT

16. DATE OF INVENTORY 9 OCT 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140153-3 Records Management Officer, OTR	18. EXTENSION
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